

**Tender for Lodge Park Sports Centre - All Weather Pitch**

**Tender – Document Two**

**Specification**

**CONTENTS**

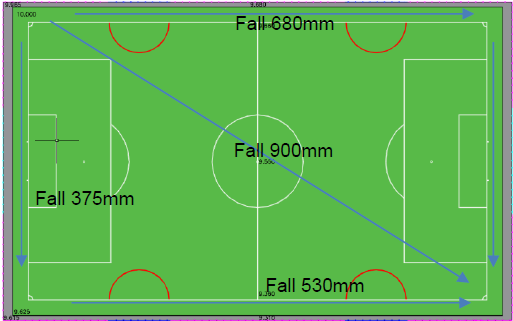
1. Definitions Page 3
2. Introduction Page 4
3. Background Page 4
4. Scope Page 6
5. Service Conditions and Environmental Factors Page 6
6. Statement of Requirements Page 6
7. Construction Charter Page 9
8. Quality Requirements Page 9
9. Whole of Life Support Page 9
10. Security Page 9
11. Training Page 10
12. Implementation Criteria Page 10
13. Monitoring Arrangements and Contract Management Page 11
14. Project Management Page 11
15. Risk Management Page 11
16. Other Relevant Details Page 11
17. Corporate Social Responsibility Page 12
18. Appendices Page 14
19. **Definitions**
    1. The definitions of terms and/or acronyms used within this procurement are set out in Table A, below.

**Table A**

|  |  |
| --- | --- |
| Delay | 1. a delay in the Achievement of a Milestone by its Milestone Date; or 2. a delay in the design, development, testing or implementation of the Service by the relevant date set out in the Implementation Plan. |
| CDM | Construction (Design and Management) Regulations 2015 |
| Contract | The legal agreement between the Supplier and the Council, which details the Council’s requirements, terms and conditions |
| Default | Failure by the Supplier to fulfil its obligations and/or maintain its minimum agreed service levels under the Contract |
| Failure | A failure by the Supplier to perform one or more of the requirements set out in the Contract |
| Month | A calendar month |
| Parties | Corby Borough Council and the successful Supplier |
| Prohibited Act | The following constitute Prohibited Acts:   * 1. to directly or indirectly offer, promise or give any person working for or engaged by the Authority a financial or other advantage to: (i) induce the person to perform improperly a relevant function or activity; or (ii) reward that person for improper performance of a relevant function or activity;   2. to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this agreement;   3. committing any offence: (i) under the Bribery Act; (ii) under legislation or common law concerning fraudulent acts; or (iii) defrauding, attempting to defraud or conspiring to defraud the Authority;   4. any activity, practice or conduct which would constitute one of the offences listed under (a) to (c), if such activity, practice or conduct had been carried out in the UK. |
| Representative | Means, in relation to a party, its employees, officers, representatives and advisors |
| Site | any premises (including the Council’s Premises, the Supplier’s premises or third party premises) from, to or at which:   * 1. the Service is (or is to be) provided; or  1. the Supplier manages, organises or otherwise directs the provision or the use of the Service. |
| Start Date | The date the Contract start |
| The Council | Corby Borough Council |
| The Supplier | The company who wins the contract, following evaluation of all bids received by the Council |
| TPA | Total Playing Area |
| Working Day | Monday to Friday, excluding any public holidays in England and Wales. |

1. **Introduction**
   1. The Council is seeking a suitably qualified and experienced Supplier to install and refurbish the existing 3G pitch at Lodge Park Sports Centre, Shetland Way, Corby, Northamptonshire NN17 2SG.
   2. This may include the replacement and repair of surrounding fencing and the possible replacement of goals within the area, depending on budget allowance.
2. **Background**
   1. The facility was originally constructed in the 1990s as a sand filled hockey surface which was later resurfaced with the 3G surface to improve performance for the primary sport of football at the Sports Centre and School.
   2. The playing surface comprises of a Fibrillating Yarn 3rd generation sand/rubber filled artificial turf. The carpet has worn in the high use areas with the fibres fibrillating and splitting. This has resulted in the fibres losing strength and lying flat across the top of the rubber. This results in fast ball roll as there is limited upright strands of fibre to slow the ball down, like natural grass, and modern day monofilament fibre 3G carpets.
   3. Underneath the carpet is a 50mm thick sand layer enclosed within geotextile layers to the bottom, sides and top. The geotextile holds the sand in place and acts as a filter keeping the sand clean and free from debris which allows the base to drain freely. These sand bases are slightly mobile and depressions and undulations form within the base that is evident from surface within high use areas of the pitch.
   4. It has not been possible to determine the depth of the stone under the sand without removing the sand layer.
   5. Total Playing Area, which is the total turfed area within the sports facility is sized 97.55m x 61.0 that has a 2.0m wide macadam pathway surround to the ends and 1m to the sides within the fence line. This creates a total internal fenced facility sized 101.55m x 63.0m.
   6. The artificial turf playing surface is restrained at the edges using a bolster. There is a small gap between the kerb line and the sand base where the carpet is folded and bolstered which secures the carpet in place.
   7. There are no goal storage recessed areas within pitch area. All the small sided goals are currently swing type which are fixed to the fence. The 11 aside goals can be pushed back onto the macadam pathway to remove from the pitch area when the cross pitches are used.
   8. The pitch contains two (2). free standing goals for full sized football and four (4) mini soccer swing out goals
   9. The ATP has rolled weld mesh fencing on all sides which rises behind the goal areas. Newer twin bar fencing has been installed behind the cross pitch goals. Access and egress is provided by the double leaf gate on the southern corner for the Sports Centre and a single leaf gate in the north eastern corner for School access. The far side also has 2 single leaf gate for access on to the astro turf pitch.
   10. The topography of the existing ATP is even and consistent and generally running in a diagonal cross fall, from the east to the west corners by around 900mm with a slope of 1:128. (See Diagram 1, below)

**Diagram 1**



* 1. The surface regularity of the pitch is measured using a 3m straightedge and graduated wedge as described in EN 13036–7. The straightedge is pulled over the entire pitch longitudinally and transversally to the direction of play and any out of tolerance undulations recorded.
  2. It should be noted that the carpet could be hiding further areas of undulations and deficiencies and until the surface is removed the true quality of the sand base cannot be determined.
  3. Utilities and local services are present around the pitch perimeter. A drainage manhole is intact and likely serves the pitch along with electrical cabling and ducting believed to be on the external fence line for the floodlights.

1. **Scope**
   1. The total budget for the refurbishment of the existing football pitch area must include:
      1. Contract Preliminaries;
      2. Site Establishment;
      3. Site Clearance, excavations and Groundwork;
      4. Artificial Grass Playing surface; and
      5. Reinstatement.
   2. Additional considerations are to include:
      1. Localised fence repairs;
      2. Football Goals (2no 11v11, 4 no fence fixed 12x6ft goals); and
      3. Aftercare.
   3. The artificial turf and upper most geotextile layer shall be removed, and regrading of the existing sand base will be required.
2. **Service Conditions and Environmental Factors**
   1. **Site Access**
      1. Access to Lodge Park Sports Centre will be via a gated car park to the side of the building.
      2. Access times are as follows:

Monday to Friday 7.30am to 5pm; and

Saturday 8am to 5pm

1. **Statement of Requirements**
   1. To open the embedded Contract Specification and Work Schedule document, which is relevant to this project, **double click on the document icon below**.



* 1. **Surfacing**
     1. In terms of the new artificial turf, the principal considerations should be:

1. Ability of the synthetic turf carpet to withstand the effects of weathering and in particular ultra violet light degradation;
2. Ability of surfaces to offer adequate resistance to wear; and
3. Ability of the system to provide adequate performance in conjunction with the artificial turf carpet and sand base.
   * 1. The minimum specification should be for a mid-weight carpet:
4. minimum 50mm pile height when stretched;
5. Monofilament fibres;
6. Playing area run offs to be colour green;
7. Minimum 1070g/m2 pile weight with no tolerance allowance;
8. Minimum 12000 DTEX with no tolerance allowance;
9. Minimum Carpet Tuft Withdrawal Force (water aged) >42N, as evidenced by a FIFA Laboratory Report;
10. Pile component of playing area to be coloured green, containing two tone shades; and
11. The Artificial Turf is be certified to the FIFA Quality performance standards with/without a shockpad system. It is noted however that the refurbished pitch will not meet the FIFA Quality standard owing to the Sand/Geotextile Layer present on this project.
    * 1. But preferably a:
12. A high quality carpet;
13. minimum 60mm pile height when stretched;
14. Monofilament fibres;
15. Playing area run offs to be colour green;
16. Minimum 1350g/m2 pile weight with no tolerance allowance;
17. Minimum 13000 DTEX with no tolerance allowance;
18. Minimum Carpet Tuft Withdrawal Force (water aged) >42N, as evidenced by a FIFA Laboratory Report;
19. Pile component of playing area to be coloured green, containing two tone shades; and
20. The Artificial Turf is be certified to the FIFA Quality performance standards with/without a shockpad system. It is noted however that the refurbished pitch will not meet the FIFA Quality standard owing to the Sand/Geotextile Layer present on this project.
    * 1. This is consistent with current Football Association (FA) technical requirements and recognised as the most suitable artificial playing surface for community football and youth development.
      2. Any localised ridges or hollows identified during the 3m straightedge survey of the pitch should also be checked using a 300 mm straightedge. FIFA and The FA permit no deviations greater than10mm.
      3. There are a few deviations within the existing surface consisting 18mm low near the double gate entrance, a 15mm low near the halfway line and a 12mm low towards the corner of the pitch. The FA threshold when using a 3m straight edge is 10mm however as it is proposed to replace the carpet, regrading levelling works can be undertaken to the sand base to ensure no undulations exist greater than 10mm for the completed refurbishment works.
    1. **Sand Base**
       1. The sand base will need to be regraded to ensure the surface is level along with installation of a new geotextile layer to the top of the sand base only, retaining the geotextile to the bottom and sides.
       2. The sand base needs to be protected during the removal of the existing carpet. Even so a regrade of the sand base will need to be undertaken to the entire surface to ensure a flat and level playing surface which meets the FA requirements. In addition to the regrade of the sand base, a new geotextile layer will need to be installed.
       3. The PCC kerb edgings are generally sound with a true line. Due to the cost of infilling the 20mm gap between the sand base and the kerb it is proposed that for the resurfacing works the carpet is bolstered as per the existing installation method.
       4. The predominant use of the surface shall be football with other sporting uses being possible.
    2. **Future Pitch Arrangements**
       1. The refurbished works need to allow for a pitch that will be capable of supporting the activities detailed in Table B, below:

**Table B**

| **Activity** | **Pitch Size** | **No** |
| --- | --- | --- |
| Football 11v11 u15/16 | 91.40 x 55m | 1 |
| Cross field mini football pitches with 3m safety gap between cross pitches | 55.0m x 44.20m | 2 |

* 1. **The Pitch Slope and Profile and Surface Regularity** 
     1. The FA demand that no surface gradient exceeds 1:100 (1%) in order to prevent any unbiased ball roll and as required to satisfy construction tolerances for artificial football pitches, no single or combined axis exceeds the maximum 1% surface gradient, which the current levels and tolerances meet
     2. The facility currently exceeds the surface regularity requirements set by FA/FIFA with localised bumps or depressions beneath a 3m straightedge that are currently greater than 10mm. However as the carpet is to be removed, the full extent of the undulating base will not be known until they are removed.
     3. Any/all true imperfections will only be revealed once the surface has been lifted and until the pitch base can be fully surveyed, a cautious approach to the scope of refurbishment work is recommended. The resurfacing works will include a regrade of the sand base which will ensure that the resurfaced pitch will meet the requirements to be included within the FA Pitch Register.
  2. **Additional Considerations/Requirements**
     1. **Sports Equipment**

1. It is proposed that the project shall include the installation of;
2. Two (2) 11 v 11 football goals;
3. Four (4) fence fixed 12ft x 6ft goals;
4. Localised fence repairs; and
5. Pitch markings.
   * 1. There is carpeted hardstanding pathway leading to the pitch entrance from the sports complex, and a grassed entrance route from the school. Within the fence line there is an internal macadam walkway around the playing surface perimeter. The kerbs and macadam surface are generally in good condition to be left as it is without any remedial works required.
     2. The fencing is damaged in sections and will require localised repair work.
     3. Care and due diligence should be undertaken throughout the refurbishment works to ensure that no existing local services are affected and CAT scans prior to works starting would be required with any element of works that involves excavation or puncturing below finished surface levels.
6. **Construction Charter**
   1. Corby Borough Council signed up to the Construction Charter on Monday, 12th November 2018 and adopted, in full, the provisions of the Charter and publically affirmed our commitment to work with Unite and other appropriate trade unions to ensure the provisions of the Charter are applied in all construction projects we are involved with.
   2. The Charter states that the Council, as a responsible client, enter into this agreement and commit to working with the appropriate trade unions, in order to achieve the highest standards in respect of; direct employment status, Health & Safety, standard of work, apprenticeship training and the implementation of appropriate nationally agreed terms and conditions of employment.
   3. In order to be considered for this project, the successful bidder(s) must agree to adhere to the provisions of the Charter, which can be accessed by **double clicking on the document icon below**.



1. **Quality Requirements**
   1. The new 3G surface must meet the Football Association Register testing on a sand envelope system once completed.
2. **Whole of Life Support**
   1. To open the embedded Warranties document, which is relevant to this project, **double click on the document icon below**.



1. **Security**
   1. The Supplier must set out plans to ensure that the site and access and egress routes to the site, are maintained to ensure the security of all plant and equipment, throughout the term of the contract.
   2. Ahead of the Contract Start Date, the Supplier shall prepare and deliver to the Council, for approval, a plan of security measures addressing Child Safeguarding matters, which will be required due to the proximity of the site to the adjacent school, which shall detail the processes and arrangements that the Supplier shall follow to:
      1. detail the process for managing any risks from Subcontractors and third parties providing this service;
      2. be developed to protect all aspects of this service, including the school children and the Supplier’s workforce;
      3. set out the security measures to be implemented and maintained by the Supplier in relation to this service; and
      4. set out the plans, arrangements and responsibilities for the Supplier to meet the full obligations of their requirements in relation to providing this service.
2. **Training**
   1. The Supplier shall detail procedures to ensure the pitch is maintained, the appropriate climatic conditions in which work can be carried out, the appropriate health and safety requirements and training which any personnel may require.
   2. The Supplier will provide full and appropriate the training and advice to relevant staff.
3. **Implementation Criteria**
   1. The project is to be fully installed by no later than Tuesday, 31st March 2020.
   2. The Supplier shall provide a further draft Implementation Plan no later than ten (10) Working Days after the Contract Start Date.
   3. The draft Implementation Plan:
      1. must contain information at the level of detail necessary to manage the implementation stage effectively and as the Council may otherwise require; and
      2. it shall take account of all dependencies known to, or which should reasonably be known to, the Supplier.
   4. Following receipt of the draft Implementation Plan from the Supplier, the Supplier and the Council shall agree the contents of the Implementation Plan.
   5. The Supplier shall provide each of the tasks identified in the Implementation Plan by the date identified, so as to ensure that each Milestone identified in the Implementation Plan is achieved on or before its Milestone Date.
   6. The Supplier shall monitor its performance against the Implementation Plan and Milestones (if any) and report to the Council on such performance.
   7. The Supplier shall keep the Implementation Plan under review in accordance with the Council’s instructions and ensure that it is updated for review quarterly from the Contract Start Date.
   8. The Council shall have the right to require the Supplier to include any reasonable changes or provisions in each version of the Implementation Plan.
   9. Changes to any Milestones and/or payments shall only be made in accordance with the express permission of the Council.
   10. Time in relation to compliance with the Implementation Plan shall be of the essence and failure of the Supplier to comply with the Implementation Plan shall be a material Default.
4. **Monitoring Arrangements** **and Contract management**
   1. The Supplier shall at all times provide the Service to meet or exceed the requirements of this Specification and associated quality documents.
5. **Project Management**
   1. The Supplier and the Council shall each appoint a Project Manager, through whom the provision of the Service shall be managed day-to-day.
   2. The Supplier and the Council shall ensure that appropriate resource is made available on a regular basis such that the aims, objectives and specific provisions of this Service can be fully realised.
6. **Risk Management**
   1. The Supplier and the Council shall pro-actively manage risks attributed to them under the terms of this Contract.
   2. The Supplier shall develop, operate, maintain and amend, as agreed with the Council, processes for:
      1. the identification and management of risks;
      2. the identification and management of issues; and
      3. monitoring and controlling project plans.
   3. The Supplier will allow the Council to inspect, at any time within working hours, the accounts and records which the Supplier is required to keep.
   4. The Supplier will maintain a risk register of the risks relating to the Service, which the Council and the Supplier have identified.
7. **Other Relevant Details**
   1. In order for Suppliers to ensure their tender submissions reflect as accurately as possible the Council’s specification and requirements, the Council strongly recommends that Suppliers undertake site visits in order for each Supplier to satisfy itself so far as is possible that its proposed tendered price to be submitted in its bid is correct, realistic and sustainable. Such site visits may be arranged as follows:
      1. Please arrange site visits directly with Kevin Williams (Leisure Manager) on telephone number 01536 400 033.
   2. All questions asked by Suppliers during site visits will be distributed to all Suppliers, including answers.
   3. Site visits will not be scored or evaluated, but the council makes available this opportunity to Suppliers in accordance with the principles of openness, fairness, transparency and non-discrimination so as to enable each Supplier so far as is reasonable to submit its most competitive bid.
   4. **For the avoidance of doubt please be aware that following award of contract should the successful Supplier subsequently find that its proposed solution is not accurate and sustainable then the successful Supplier will be not be permitted to amend their pricing bid so as to request any further monies associated with the full provision of this service.**
8. **Corporate Social Responsibility**
   1. Requirements
      1. In September 2017, HM Government published a Supplier Code of Conduct setting out the standards and behaviours expected of Suppliers who work with government. ([https://www.gov.uk/government/uploads/system/uploads/attachment\_data/fi le/646497/2017-09- 13\_Official\_Sensitive\_Supplier\_Code\_of\_Conduct\_September\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/fi%20le/646497/2017-09-%2013_Official_Sensitive_Supplier_Code_of_Conduct_September_2017.pdf))
      2. The Council expects its Suppliers and Sub-Contractors to meet the standards set out in that Code. In addition, the Council expects its Suppliers and Sub-Contractors to comply with the standards set out in this Section.
      3. The Supplier acknowledges that the Council may have additional requirements in relation to corporate social responsibility. The Council expects that the Supplier and its Sub-Contractors will comply with such corporate social responsibility requirements as the Council may notify to the Supplier from time to time.
   2. Equality and Accessibility
      1. In addition to legal obligations, the Supplier shall support the Council in fulfilling its Public Sector Equality duty under S149 of the Equality Act 2010 by ensuring that it fulfils its obligations under each Contract in a way that seeks to:
9. eliminate discrimination, harassment or victimisation of any kind; and
10. advance equality of opportunity and good relations between those with a protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership) and those who do not share it.
    1. Modern Slavery, Child Labour and Inhumane Treatment
       1. Modern Slavery Helpline - means the mechanism for reporting suspicion, seeking help or advice and information on the subject of modern slavery available online at <https://www.modernslaveryhelpline.org/report> or by telephone on 08000 121 700.
       2. The Supplier:
11. shall not use, nor allow its Sub-Contractors to use forced, bonded or involuntary prison labour;
12. shall not require any Supplier Staff or Sub-Contractor Staff to lodge deposits or identify papers with the Employer and shall be free to leave their employer after reasonable notice;
13. warrants and represents that it has not been convicted of any slavery or human tracking offenses anywhere around the world;
14. warrants that to the best of its knowledge it is not currently under investigation, inquiry or enforcement proceedings in relation to any allegation of slavery or human tracking offenses anywhere around the world;
15. shall make reasonable enquires to ensure that its officers, employees and Sub-Contractors have not been convicted of slavery or human tracking offenses anywhere around the world;
16. shall have and maintain throughout the term of any of its Contracts, its own policies and procedures to ensure its compliance with the Modern Slavery Act and include in its contracts with its Sub-Contractors anti-slavery and human trafficking provisions;
17. shall implement due diligence procedures to ensure that there is no slavery or human trafficking in any part of its supply chain performing obligations under any of its Contract;
18. shall prepare and deliver to the Council, upon request, a slavery and human trafficking report, setting out the steps it has taken to ensure that slavery and human trafficking is not taking place in any of its supply chains or in any part of its business with an annual certification of compliance;
19. shall not use, nor allow its employees or Sub-Contractors to use physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation of its employees or Sub-Contractors;
20. shall not use or allow child or slave labour to be used by its Sub-Contractors;
21. shall report the discovery or suspicion of any slavery or trafficking by it or its Sub-Contractors to the Council and Modern Slavery Helpline.
    1. Income Security
       1. The Supplier shall:
22. ensure that that all wages and benefits paid for a standard working week meet, at a minimum, national legal standards in the country of employment;
23. ensure that all Supplier Staff are provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid;
24. All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid;
25. not make deductions from wages:
    1. as a disciplinary measure;
    2. except where permitted by law; or
    3. without expressed permission of the worker concerned.
26. record all disciplinary measures taken against Supplier Staff; and
27. ensure that Supplier Staff are engaged under a recognised employment relationship established through national law and practice.
    1. Working Hours
       1. The Supplier shall:
28. ensure that the working hours of Supplier Staff comply with national laws, and any collective agreements;
29. that the working hours of Supplier Staff, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week unless the individual has agreed in writing;
30. ensure that use of overtime used responsibly, taking into account:
31. the extent;
32. frequency; and
33. hours worked; by individuals and by the Supplier Staff as a whole.
    * 1. The total hours worked in any seven day period shall not exceed 60 hours, except where covered by Paragraph 5.3 below.
      2. Working hours may exceed 60 hours in any seven day period only in exceptional circumstances where all of the following are met:
34. this is allowed by national law;
35. this is allowed by a collective agreement freely negotiated with a workers’ organisation representing a significant portion of the workforce; appropriate safeguards are taken to protect the workers’ health and safety; and
36. the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.
    * 1. All Supplier Staff shall be provided with at least one (1) day off in every seven (7) day period or, where allowed by national law, two (2) days off in every fourteen (14) day period.
    1. Sustainability
       1. The Supplier shall meet the applicable Government Buying Standards, which can be found online at: <https://www.gov.uk/government/collections/sustainable-procurement-thegovernment-buying-standards-gbs>
37. **Appendices**
    1. To open the embedded appendices, **double click on the document icons below**.
       1. Appendix 1 – Contract Specification and Work Schedule



* + 1. Appendix 2 – Warranties



* + 1. Appendix 3 – Construction Charter



* + 1. Appendix 4 – Site Location



* + 1. Appendix 5 – Existing Site Plan



* + 1. Appendix 6 – Proposed Artificial Grass Pitch Layout



* + 1. Appendix 7 – Proposed Construction Management Plan



* + 1. Appendix 8 – Lodge Park Condition Survey Report



* + 1. Appendix 9 – Photographs of Site

